

VISITING APPOINTMENT PROCESSING

CSP-SOLANO

In order to accommodate more visitors, the contact appointments have been extended until 11:30 am, and walk-ins will begin at 12:00 noon.

Beginning Thursday, March 11, 2010, to better accommodate our call-in visitors, **Contact Visiting Appointments** done telephonically will change on Thursday from 1 p.m. - 3 p.m. to new time frame of 11 a.m. – 1 p.m. by calling:

(707) 453-4750 (Contact Visits)

Contact appointments made by e-mail will remain the same by e-mailing solanovisiting@cdcr.ca.gov Mondays from 4 a.m. to Tuesdays at 12 noon. Please use your e-mail when requesting an appointment during that time frame. Walk-ins will be processed from 12 noon to 2:15 p.m. **WALK-INS MAY ARRIVE NO EARLIER THAN 11:30 A.M.** and will line up for passes at the Entrance building under the awning. Walk-in arrivals earlier than 11:30 a.m. are subject to termination for that day. ****Please see reverse side for important email instructions****

Non-Contact appointment requests, beginning Monday, March 8, 2010, can be sent by e-mail request on Mondays from 4 a.m. to Tuesdays at 12 noon, to solanovisiting@cdcr.ca.gov and must include "Non-Contact Appointment" in the 'subject' area of the e-mail request. **Non-contact appointments** will be made telephonically on Wednesdays **ONLY** from **11 a.m. – 1 p.m.** by calling:

(707) 454-3266 (Non-Contact Visits)

This process will be evaluated and adjustments may be necessary. Appropriate notification will be provided if any changes occur. Approved visitors may schedule one appointment per day for **CONTACT**, and one appointment per weekend for **NON-CONTACT**, up to two weeks in advance for both.

- Visitors can make appointments for other visitors, as long as a separate email is sent per visit/inmate.
- Only one e-mail/call for **CONTACT** appointments is needed to schedule multiple visitors (5 max.) for the same inmate if visiting at the same time. One e-mail can be sent per weekend requested.
- Only one e-mail/call for **NON-CONTACT** appointments is needed to schedule multiple visitors (3 max.) for the same inmate. Limited to one appointment per weekend.
- Visitors are allowed to arrive on grounds no earlier than 30 minutes prior to their scheduled appointment.
- Visitors must arrive on time; late arrivals will not be processed during a time slot other than scheduled and may be required to leave grounds to return for processing with the 12 noon walk-ins.
- Only visitors who have emailed during the designated time, will be sent a reply.

For further information regarding visiting at CSP-Solano, please call the Visitors Information Hotline at (800) 374-8474.

Updated 2-23-10

For E-Mail Appointments, the Following Format Should be Used:

Contact Appointments

In Subject Line: Date/Time of Requested Visit

In the Body of Email: Date/Time of Requested Visit
Visitor Name
Inmate Name
CDC #

Non-Contact Appointments

In Subject Line: Non-Contact/Date/Time of Requested Visit

In the Body of Email: Date/Time of Requested Visit
Visitor Name
Inmate Name
CDC #

Visiting Appointment E-mail Address:

solanovisiting@cdcr.ca.gov